**Ms. Ottolini’s Biofest Brochure Tips and Guidelines**

* See the links on the Wiki page under the heading “Biofest Documents and Links” for tips on how to make a brochure in Microsoft Word or Microsoft Publisher
* Use easybib.com (also linked on the Wiki page) to create citations in MLA format for your sources… click “Manual Cite” if the website doesn’t recognize your source automatically
* **Panel A** – List three resources (other than the sources you included on your reference page) that your audience could use to get more information about your overall group topic OR subtopic. You DO NOT need to explain how the audience can access these resources, but you do need to provide a brief explanation for each resource (2-3 sentences each) describing WHY you found each resource helpful.
* **Panel B –** Your sources CANNOT be Wikipedia. I don’t care what type of sources (i.e. web site, book, article) they are, so long as they are accurate and legitimate.
* **Panel C** – You must provide a caption for the image (i.e. text below the image) describing how the image is related to your subtopic.
* **Panel D** – If you can’t copy and paste the chart or graph directly from a website into your brochure, use the Snipping Tool on your computer to select the area you want to copy and select “Edit” and “Copy” from the toolbar that pops up.
* **Panel E –** You CANNOT use a bulleted list. Your ten facts must be part of one or more paragraphs providing information about your subtopic. The ten facts must be clearly connected to one another in your paragraphs. You must write these paragraphs IN YOUR OWN WORDS.
* **Panel F -** You CANNOT use a bulleted list. Your ten facts must be part of one or more paragraphs providing information about your overall group topic. The ten facts must be clearly connected to one another in your paragraphs. You must write these paragraphs IN YOUR OWN WORDS.
* When you are finished with your brochure, please try to print your brochure double-sided according to your printer’s guidelines. I prefer that it be in color, but it can be in black and white if necessary. If you must print it on two separate sheets of paper, that is alright as a last resort.